



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
October 17th, 2001

ATTENDEES:	Ron Welschmeyer, Chair Person	Gerry Wethington	Paul Wright
	Sheri Morice	Tom Smith	Jim Weber
	Kim Arnold	Tony Kirtley	Cliff Gronauer
	Rex Peterson	Mary Willingham	Rich Beckwith
	Dennis Bax	Kathy Burris	Jearl Reagan I
	Mike Wankum	Gary Lyndaker	Karen Boeger
	Chris Rackers	Jeff Falter	Scott Peters
	Jeff Adair	Chris Wilkerson	Jill Hansen
	Brenda Dillan	Tony Wening	Gina Hodge
	Jan Grecian	Steve Adams	Howard Carter
	Tom Stokes	Bob Meinhardt	Debbie Tedeschi
	Dan Steidley	Brenda Wilde	Michael Ramatowski
	Pat Brooks		

PRESENTATION

ACTION ITEMS

1. Approval of the October 17th, 2001, Information Technology Advisory Board Meeting Minutes
Minutes approved Gina Hodge, Rex Peterson second

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

E-Government –

Ron Thomas and I presented last Friday to the cabinet a portal prototype and RFP status. Web Esthetics team is developing a common look and feel for the state website, which is consistent with other states. The cabinet is very receptive to a state look.

We talked about doing E-government intention- based transaction and we will need recognition of standards in the area of data attributes. We need to look at data from a corporate or enterprise perspective. Data dictionary is beginning to emerge. Some agencies are beginning to come together and agree on attributes as we begin to populate the data dictionary. As we begin to do data conversion lets start adhering to the data dictionary, which matures and becomes Missouri data dictionary so that they use enterprise wide standards. It is something that will have to be done over time, but we have to start now. I had this conversation with the cabinet and they realize the value of it and that it will make information sharing much easier. They realize it's going to put a challenge on the enterprise application integration layer. We need their support. The Portal Charter Team also felt that this needed to be discussed with ITAB. We need to begin to work together. They believe this is where we need to go. E-government is the best opportunity we have today and probably the only opportunity in the foreseeable future. This requires leadership from everyone on this board to get this accomplished. If you have a great deal of concern or any insight about how to accomplish this please talk to Gerry. You need to be willing to come to the table with a goal of creating an enterprise wide view of how to do business in the state. I will bring models and methodology to the table when developed. We need to set standards. We need to begin to manage. There will be sub committees developed to address these issues. We have to have a way of maintaining that set of standards. I am going to get

resources to bring to the table. My question to ITAB with respect to the E-government data dictionary in maturing to a state government dictionary, to the fact that we have got to develop a reconciliation methodology and registry to park all the information, so we have a single resource to go to. What kind of problems or concerns do you have with that? Should we be doing this? Jim Weber showed concern about Federal guidelines that effect state agencies. Gary Lyndaker noted that HIPAA also has data restrictions. Gary will follow up with HIPAA work group to address the data issues. Mary Willingham had this same problem 8 years ago, with people that have wanted this and this is definitely needed. From the data warehouse stance this would be so much easier in redefining data. From a business perspective they are definitely anxious for it also and are ready to move forward today. Have to think of data cleansing when doing data conversion and move toward the data dictionary. We need to take advantage of the fact that we can get to the cabinet level and that it's a very prominent national issue and that we have leaders interested. Need to push this as a business issue not as a technology issue. Jim Weber asked if this is an architecture issue and to some measures yes it is.

Charter teams - we started with the business portal team and a citizen portal team. Separating the two doesn't seem to make a lot of sense. We are going to shift these types of issue to the business portal team. We're not going to make the distinction about business operation versus citizen operation. We want them to begin to manage this overall E-government environment and help us with the business decision. The charter teams are going to be oversight groups for the E-government operation. The Charter teams are made up of business leaders that are well positioned in their organization to say this is how we're going to do business. The second team is the web esthetics charter team that has produced the portal prototype. Then there will be an awareness charter team – marketing for e-government. Trying to raise awareness among citizens and constituents. Raising awareness among business leaders and employees. There are also training aspects. How to think of government without boundaries, so that we may begin to interact with county and local governments.

RFP- We are at the point that we have a current draft of the RFP for E-government located at the Division of Purchasing website. We are going to have our final workshop on November 7th. I need for you to review the RFP between the 29th of October and the 7th of November. Then send your comments or questions to Karen Boeger. After the November 7th workshop we will again post some material for comment and on November 30th we will then release the RFP on E-government. Want to release the RFP by November 30. If you have comments please let Gerry know by the 10th of November.

FY03 budget. – we started with a 23 million-place holder. We sent the decision item into OA we ended up with 11 million dollars in submissions. Budget office knew it was going to grow. Getting ready to have a series of meetings in the house and senate. The first set of meetings will be held with Mark Reading and Krista Meyer then the next set is with Marty Drewel and Steve Price then going to begin to meet with the senate appropriations committee and the house budget committee. I am going spend a lot of time in the house trying to make sure we can preserve as much of the 11 million as possible. You will be getting e-mail's on the matter, as I cannot wait on ITAB meetings. We have got to move as a comprehensive program. Will be tapping you on the shoulder to talk to committees.

Homeland security- Governor Holden has appointed Colonel Tim Daniels as the director of Homeland Security. That has implications on us. He believes it needs to be divided into seven areas of responsibilities. These seven areas will be health, government operations, transportation, utilities, critical technologies and infrastructure, first responders, public awareness. Tim is in process of placing personnel from different divisions and departments on these committees and sub-committees. Office of Information Technology is on the Critical Technologies & Infrastructure committee and there may be other opportunities that other members of ITAB may be asked to participate in. All areas have representation from state agencies, public entities and also from private sectors. Tim has asked for a white paper dealing with security issues relative to infrastructure. SDC has significance in the infrastructure. I also asked Tim about MOREnet. Tim wants people thinking outside the box so if you have any ideas at all send them to Gerry.

Total Cost of Ownership and return on investment. We have been working on this program for some time. Within 10 days of being ready to bring an ITAB committee together. Projects have been run through and adjustments have been made. We think we have a product, but it's not ready to push out so we still need the committee to look at. We need 3-5 volunteers to staff Dennis' committee to work on and come back and make a recommendation. It needs to be the work of ITAB. We are at the point that it is time for ITAB to look at it. I need to have a recommendation brought back by November/December ITAB meeting. Cliff Gronauer, Jim Rogerro, Lew Davison, Paul Wright and Gina Hodge have volunteered for this committee.

Project Oversight. We have gone through and put together several iterations. We are at the point that we need volunteers for this committee. Gail Wekenborg is the chair for this committee. Ron Welschmeyer, Gary Lyndaker, Tony Wening and Jeff Falter have volunteered to work on this committee.

Risk Assessment project review. We found out that there are 26 projects and risk plans that have been submitted. This seems like a high number as those are only from 2 or 3 agencies. Only need to do Risk plans on those projects that make it into your agencies budget books. This committee will only review those that are not E-government and are going to hit the budget books. You need to find out what is making it into the budget book and what's not.

Help Desk Standards – When we started to look at agency utilization of projects there are many products out there. We had five products such as Magic, Impact Lan, GWI, Heat,...I had indicated that Magic was a good solution but needed additional time to address another Help Desk solution. Magic and GWI are our standards everything else becomes twilight. We need to talk about the establishment of a contract with Karen for the Magic and GWI products. That includes access to maintenance for the state, services that will facilitate the communication between Magic and GWI and for those agencies using other products that we have a service offering that addresses the conversion. Magic and GWI will be listed in the E-government RFP as required standards.

Statewide contract - In the past we have tried to do statewide contracts. On these contract issues, it is not purchasing or OIT's responsibility to get you to agree. It is in your best interest to bring all those that need to make decisions together to make decisions. The content and subject matter is up to the chairs and committees it will not be left up to us. Jill Hansen & Howard will chair and Dennis Bax, Chris Wilkerson, Jim Rogerro and Cliff Gronauer will be on the GWI committee. Jim Weber will chair and Rex Peterson, Gary Lyndaker, Paul Wright and Ron Welschmeyer will be on the Magic committee. Dave Schulte will be on one of the two.

OIT is trying to refresh the website. Will be consistent with what digital media developers group developed. We are working with a firm to update.

Justice integration program- still have not received the grant document. We did get the award but with the Sept 11th attacks they have slowed down. Trying to take a more comprehensive view by incorporating not only Justice agencies in this group. Mike Buenger and I have put together a white paper that addresses justice integration on an enterprise wide perspective. It is being sent to the Governor and Chief Justice but you need to know that the issue is being presented.

Tom Stokes is working on organizing a strategic planning effort for this community with a March or April time frame. He is still looking for a facilitator with 2 days of activities.

2. Architecture Update (Bob Meinhardt)

Presentation was given on the direction the Architecture Review Committee (ARC) is taking. ARC Committee would like approval on the approach to Architecture, Roles & Responsibility, Management Process. Jim Weber moved for the acceptance Jearl Reagan I, 2nd to move forward with architecture. It was approved to continue. A copy of the first four chapters will be sent to the ITAB members for further review.

3. Distance Learning Update (LTC Tom Smith)

Capt. Tony Kirtley in place of LTC Tom Smith – Update on distance learning broke down to 6 topics: 1st- Facilities is putting together a web based inventory of available resources. Consists of 400 classrooms. We anticipate using guard equipment for secure video conferencing. The initial report LTC Tom Smith will have at the November ITAB meeting. 2nd- Content is putting together a Web TV guide of sorts. Also we are working with coordinating board of higher education and working on a database. 3rd-Working on scheduling availability. 4th- Performance Measures - Looking at blackboard software. For students completion and tracking. 5th- Cost Avoidance – goal to define cost avoidance associated with video conferencing and training aspect in lue of travel. UM developing prototype. 6th-standards for course content. The goal is to develop standards for course content development and delivery.

4. Project Management Update (Tom Stokes)

Risk management plans. If it is a request for FTE only or SDC or less than 250,000 a Risk plan is not needed.

In an effort to bring the business community and IT employees together we are creating a business process class to help them understand the projects we do that to help solve their business process issues. Cabinet members, house and senate appropriation chairs, budget analysts and budget planning office are our target audience.

5. Internet/MOREnet Update (Tony Wening)

Thanks to John Bax & OA on their help in dealing with the Nimda situation. NETg contract will be signed Friday. We asked for 4000 licenses for MOREnet members. If the number needs to be increased then that can be worked out also. We have all 700 IT titles and will be checking on the 300 professional titles. Tony will review their contract to see if other agencies can use the contract.

6. Statewide Purchasing Update (Karen Boeger)

Project Log update was handed out. Prime vendor- a meeting will be held on November 5th to discuss Microsoft Select agreement.

7. Personnel Committee Update (Ron Welschmeyer)

The proposed GIS specification was discussed at a meeting held on September 13th. This personnel sub-committee did not approve the proposed specifications. The members asked the GIS representative to provide additional information for consideration by the sub-committee.

8. MOTEC Update (Gina Hodge)

Training requests are a little lower due to tight budgets. Equipment for training room is coming close to being out of date and they have a plan in place to replace one or both rooms in FY03.

9. Security Committee Update (Rex Peterson)

A handout was given on the security communication contacts from the departments for notification on virus, worms, etc. Alerts will be available 7:30-5 M-F. Please send Jill any additional information to be able to contact Network Services staff in your agency. Jill will bring someone from DIS to next ITAB meeting to report on progress on the new security group within DIS.

10. State Data Center Steering Committee Update (Howard Carter)

A new Division of Information Services organizational chart was distributed. Please call Sheri Neninger at 751-1504 if you did not receive the OADIS re-organization. Disaster Recovery Paper Drill Oct. 25th meeting cancelled so next meeting will be held Nov. 4th.

11. HIPAA Update (Gary Lyndaker)

Agency is participating with MO Strategic National Implementation Process (MOSNIP) on status of regulations and what other agencies are doing to go forward with that. Presented to the Mental Health commission. MOSNIP has provided an assessment tool on their website. The legal community is looking at HIPAA and was to meet again in late October. ITAB sub committee is meeting in November.

12. Sam II Data Warehouse Users Group Update (Mary Willingham)

Meeting tomorrow at 9 at the governor's office building. The new data model for the data warehouse has been pushed back and there will be a testing area created. Continue to have big numbers from both IT and users attending the meeting.

13. Lotus Notes Update (Mary Willingham)

All agencies did not want to be involved in enterprise support so some agencies signed up and others did not. Mary will recommend that they need to work with us as a group and not as individual agencies. Reports cards have been stopped because contract was not signed. No one is participating in the current support.

OPEN DISCUSSION

Microsoft Enterprise Agreement

NASCIO is working with NASPO to try to get the States' treated as an enterprise.

Sam II Cost Discussion

Is anyone doing anything in dealing with cost of Sam II compared to other systems? Gary Lyndaker commented on how his cost has gone up and what other people have done to absorb the cost. How are other agencies dealing with cost? Discussion was held around how some agencies centralized operations and other decentralized. This seemed to make a difference in the cost of operating SAMII.

Layoff Policies as it relates To Information Technology

Does anyone else worry about the possibility of having someone that is a developer end up joining the network group? Is there a provision in the policy that says you can't layoff one field after laying off from another field? The number one priority is controlling the budget. The personnel have become a more critical element of infrastructure then we've ever been able to recognize.

Publications of Emails & Phone numbers on an Intranet vs. Internet
Gerry will raise issue with the Homeland security group for opinion.

November Meeting Invitation

Would ITAB like to have their ITAB meeting in November at MOREnet.
Need to know how many to stay for lunch and how many for the tour.

Need volunteers to help pick next Vice Chair for ITAB. Chris Wilkerson , Jearl Reagan I and Jim Weber volunteered.

REVIEW OF ACTION ITEMS

NEXT MEETING

1. The next ITAB Meeting is scheduled for **9:00am Wednesday, November 28, 2001 in Columbia, MO. at the MOREnet building No. 2 on LeMone Industrial Blvd.**

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Representatives of the news media may obtain copies of this notice by contacting:

Name: Ron Welschmeyer
Agency: Office of Secretary of State
Address: Kirkpatrick State Information Center
Phone: (573) 751-8471